



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

JOB TITLE	Operations Officer
JOB ANNOUNCEMENT NUMBER	25888
SALARY RANGE	\$75,621 - \$98,305 annually
OPEN PERIOD	6/17/14 – 6/17/2015
POSITION INFORMATION	Rotational
DUTY LOCATION	McLean, Va
WHO MAY APPLY	US Citizens
SECURITY CLEARANCE	TS/SCI with CI Polygraph
SUPERVISORY STATUS	No
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	No

## ORGANIZATIONAL MISSION:

\*\*\*OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.\*\*\*

\*\*\*This position is open to detailees from other federal agencies as a rotational assignment only.\*\*\*

## Component Mission:

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government for analyzing and integrating all intelligence possessed or acquired by the United States Government pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. And it conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the federal government.

## Office Mission:

The National Counterterrorism Center (NCTC) Directorate of Operations Support (DOS) provides NCTC and the counterterrorism (CT) community with 24/7 situational-awareness intelligence, information sharing, crisis management, continuity of operations, and response planning. In addition, DOS manages NCTC exercise and special-event support, and coordinates Intelligence Community (IC) support to international events on behalf of the Director of National Intelligence. One of the DOS components is the National Counterterrorism Operations Center (NCTOC). The NCTOC is responsible for keeping the NCTC's leadership apprised of terrorism-related events affecting United States (US) interests and assures policymakers at the White House, Office of the Director of National Intelligence (ODNI) and other agencies receive accurate and timely current terrorism-related intelligence.



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## Group/Branch Information:

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NCTC Operations Center is looking for an experienced professional to serve as an Operations Office. The Operations Officer supports the NCTOC situational mission by monitoring, sorting and prioritizing all-source intelligence and information. Operations Officers maintain awareness of current threat streams, ensure that critical information is properly identified and distributed, remain apprised of immediate world events, produce accurate, timely and relevant situational awareness products, collaborate within the NCTC, IC and select allied partners and across the USG.

## DUTIES:

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### Major Duties and Responsibilities:

Maintain 24/7 global terrorism situational awareness by researching and analyzing raw intelligence reporting and maintaining awareness of current threats.

Support the monitoring, sorting, prioritization, and analysis of intelligence and operational message traffic to support counterterrorism (CT) operations and terrorism crisis management.

Support the Operations Center team by providing global terrorism situational awareness and information to National Counterterrorism (NCTC) leadership, Intelligence Community (IC) and CT community agencies, and senior United States (US) Government leaders.

Participate in community outreach and collaboration through internal and external information sharing; foster collaborative relationships with interagency partners and support efforts to communicate timely and relevant threat information to the CT community.

Support the development of National Counterterrorism Operations Center (NCTOC) situational awareness products and other ad-hoc products by conducting research and writing reports and articles for supervisory review and approval that summarize and contextualize current intelligence; edit and provide quality control review of written products.

Contribute to the development of oral briefings and written reports for NCTOC, Directorate of Operations Support (DOS), and NCTC leadership on terrorism activities and threats.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

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Basic knowledge of intelligence analysis and production.

Basic ability to develop written products and contribute to the development of more complex products, as well as the



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ability to brief counterparts and senior officials on those products and supporting information..

Basic ability to establish effective working relationships with counterparts in the Intelligence Community for the purpose of sharing information.

Basic knowledge of the ODNI and larger IC mission, operations, tradecraft, capabilities, and requirements.

Basic ability to make initial assessments of time-sensitive issues and change focus quickly as demands change.

Basic ability to work effectively both independently and in a team or collaborative environment, coupled with interpersonal, organizational, and problem-solving skills.

Ability to work rotating shifts of 12.5 hours in a fast-paced demanding environment.

Desired KSAs:

Previous IC / CT community experience.

## HOW YOU WILL BE EVALUATED:

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You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

## BENEFITS:

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Please review the list of benefits below. For additional information please visit the OPM website at <http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.
- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- Health Care Flexible Spending Accounts

## OTHER INFORMATION:

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You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

## HOW TO APPLY:

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### \*\*\*HOW TO APPLY\*\*\* (DETAILEE APPLICANTS)

DETAILEE: A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

Any application submitted directly by an IC employee to the gaining element will not be considered.

### WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.

## AGENCY CONTACT INFO:

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ODNI Recruitment

Phone: (703)275-3663

Email: [RECRUITMENT@DNI.GOV](mailto:RECRUITMENT@DNI.GOV)

### WHAT TO EXPECT NEXT:

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The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.